

Clerical and Office Branch
Purchasing and Stores Group
Warehousing and Delivery Series

VEHICLE PARTS SPECIALIST

06/00 (REB)

Summary

Under general supervision, requisition and supply parts, tools and materials for automobiles, light trucks, construction, tracked and sanitation vehicles.

Typical Duties

Arrange for delivery of and issue vehicle parts, maintenance tools and equipment, fuel and other supplies. Involves: identifying vehicle part required, conferring with City mechanic staff as necessary; contacting approved vendors; determining availability and scheduling shipment from vendors against open purchase orders within narrow time parameters; accepting deliveries; dispensing and accounting for stock; unloading, moving, stowing, securing and maintaining property; reviewing shipping documents and receiving reports; checking that type, quantity and condition of materials meet established standards and that applicable Material Safety Data sheets are provided; refusing merchandise within designated limits; preparing and shipping parts and assemblies for warranty or contract maintenance or repair; arranging for delivery of replacement parts within adequate time frame; establishing and maintaining cooperative relationships with vendors; monitoring fuel levels and operability of pumps; requisitioning, issuing and storing miscellaneous supplies as instructed; identifying and recommending practical alternatives to assist in solving storage, shortage or other inventory problems; laying out warehouse, supply rooms and yards as instructed.

Prepare, revise and generate routine and special inventory analyses, records and reports. Involves: compiling and breaking down information such as usage rates, stock shrinkage, shipping times and accepted deliveries; maintaining receiving reports, purchase requisitions, work orders, and related documents or accounting records, including details of transactions in progress and completed, as specified; posting items and charges to proper accounts, organizational unit, vehicle, employee, customer department or other designated category; reviewing and verifying charges for correctness; updating supply manuals and catalogs; preparing reports; verifying warranty repair or replacement coverage, and documenting return shipments; issuing fuel delivery receipts.

Perform incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations as delegated; providing specified support for miscellaneous projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities and preparing and submitting special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or general educational development (G.E.D.) equivalent plus four (4) years of experience in receiving, storing and issuing materials, supplies and equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: vehicle parts nomenclature, varieties and applications; inventory control and supply record keeping practices. Some knowledge of: computerized inventory management; purchasing and vendor relations procedures; customer service techniques.

Ability to: maintain internal and external customer service with operating departments; identify and locate vehicle parts using manuals, supply catalogs and the Internet; check for and recognize damaged or defective parts; collaborate with skilled craft personnel to determine purpose and identity of necessary parts; establish and maintain effective working relationships with employees and outside vendors; carry out complex transactions with vendors in order to provide parts within restrictive time frames; write legibly; compile data and prepare special reports; accurately post to, maintain and use standard computerized records and reports; file documents; make simple mathematical calculations.

Skill in safe operation and care of: personal computer or network workstations and generic business productivity, and specialized warehousing and inventory software comparable to that installed; standard office equipment; forklift or other materials handling equipment; delivery motor vehicles.

Physical Effort and Work Environment: Frequent: lifting, carrying, pushing or pulling of moderately heavy objects (up to 50 pounds); operation of materials handling equipment in a congested warehouse environment. Occasional: driving through city traffic to make pick ups and deliveries, and conduct field inventories.

Licenses and Certificates: Texas Class "C" Driver's License, or equivalent issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL